FSCS Steering Committee Meeting
December 8-10, 1997
Sheraton City Center
1143 New Hampshire Ave., N.W.
Washington, DC

Minutes

Attendance

Steering Committee:
Dianne Carty, Adrienne Chute, Diane Gunderson, Carrol Kindel, Roslyn Korb, Elaine
Kroe, Keith Curry Lance, Libby Law, Sandi Long (Vice Chair), Mary Jo Lynch, Gerry
Rowland, Lynn Shurden, Tom Sloan, and Diana Ray Tope (Chair), Jane Williams

Census:
Michael Freeman, Patricia Garner, Diem-An Le, Regina Padgett, Dawn Pennell

NCLIS:
Kim Miller, Howard Harris (Consultant)

Westat:
Susan Callan, Steve Fischer, Denise Glover

The meeting was called to order. Diana Ray Tope welcomed introductions were made
around the table.

DEFINITION BALLOT RESULTS:
        Diana Ray Tope reported on the results of the ballot:

The following changes were passed:

The definition of operating expenditures which precedes items 22-27 were revised to read
"significant cost, especially benefits and salaries, that are paid by other taxing agencies
(government agencies with the authority to levy taxes) "on behalf of" the library may be
included if the information is available to the reporting agency. Only such funds that are
supported by an expenditure documents (such as invoices, contracts, payroll records, etc.)
at the point of disbursement should be included. Estimated cost are not reported.

Date item 33 was revised to included "print and microfilm subscriptions only; not
electronic or digital subscriptions."

Data item 47 was revised to read: "are electronic services provided due to subscription,
lease, license, consortia membership or agreement. Include full-text serial subscriptions
& electronic databases received by the library or an organization associated with the
library.

Date item 13. The Web Address Http://_____will be added.

The other proposed data items were defeated.

After a brief discussion of the ballot results it was agreed that the strength of FSCS is the maintenance of the Universe file and FSCS is NOT the place to try to collect everything. FSCS is a state based survey compiled at the federal level. The Steering Committee has been empowered to focus, set priorities and identify a limited number of new data items for addition. The Steering Committee expressed pleasure about the involvement and concern demonstrated by the Chief Officers' involvement in the voting process.

NCES STATUS REPORT:

Roz Korb reported that the MOU with NCLIS is being negotiated quarterly until there is a new Library Program Coordinator at NCLIS.

The production of the 1995 ED TABS is proceeding more rapidly than last year although the imputation process has caused some delays in the process. There will be an issue brief published after the process is completed.

An Analysis Task Force is using imputed data 1991 - 1995 to produce a CD-ROM (like the CD-ROM for IPEDS) which will identify libraries with specific characteristics and tabulate data. The data will also be available on the WEB.

A Fast Response Survey on different kinds of library services will be conducted. It will include such things as programming for adults in public libraries. The survey will be sent to Administrative Entities.

Regina Padgett reported that as of Thursday, December 3, Census had received data from 2 territories and all except 3 states (CA, DC, and OK). Keith Lance reported on contact with California and Libby Law reported on contact with DC. Because Diane Gunderson did not receive the status report from the list serve she had not contacted Oklahoma.

Denise Glover will work with the Data Use Committee on trend analysis. Denise Glover also reported that the Policy Forum draft report is being finalized. It will be sent to all Steering Committee Members.

Steve Fischer reported on the status of the geo-coding/boundary mapping project. There was a discussion of the problem of using the legal basis code for conforming boundaries. An interim report will be issued in January which will deal with the issues raised. Concern was expressed about the process and authorization for making changes to legal service area boundaries.

Tom Sloan made a luncheon presentation on the need for data to support LSTA using the total number of public terminals per 25,000 population as an example.

Mary Jo Lynch reported on several ALA surveys:
(1) The results of the ALTA Trustee Survey, with a 65% response rate, will be reported at ALA Midwinter;
(2) The DeWitt wallace readers digest fund will provide funds for a survey of programming for school age youth in public libraries, and;
(3) The Lila wallace readers digest fund will provide funds for a survey of adult programming.

Jane Williams reported that the NCLIS executive director position has been offered but no announcement can be made at this time. She also reported on the short summary of the 1997 survey of Public Libraries and the Internet which was included in the Steering Committee packet, and the study for the government printing office on electronic publications.

Howard Harris presented his draft report entitled "Assessment of and Planning for NCLIS Role in Library Statistics Cooperative Program." The final report will be published in early 1998.

SUB-COMMITTEE CHAIRS FOR 1998:
Data Use: Keith Lance
Definitions: Dianne Carty
Technical: Gerry Rowland
Training: Sandi Long

1998 TRAINING WORKSHOP
The Steering committee discussed the plans for the March 1998 Training Workshop. It will be held March 29 - April 1 at the Holiday Inn Hotel & Suites in Alexandria, VA. The agenda will emphasize timely submission of accurate data as a major concern and will include a review of the data submission process with attention to what happens after the data is submitted. Kim Miller will work with Keith Lance on the form of the Eckard Award which will be presented to John Bertot. Adrienne Chute will work with NCLIS to include funds in the MOU for a grant to encourage use of public library data. Adrienne Chute reported on the need for one month of lead time for Census staff to prepare for participation in the Training Workshop. (See Training Sub-Committee Report for full details)

Keith Lance and Mary Jo Lynch were selected to serve on the Adjudication Committee for the Statistical Norms Paper.

The committee revised the procedure for handling the minutes. The secretary will submit the minutes of the full steering committee to Kim Miller. Each sub-committee will submit a sub-committee report to Kim Miller. Kim Miller will send a draft copy of the minutes and the sub-committee reports to each member of the Steering Committee.

Corrections and additions are to be reported to Kim Miller. The final copy of the minutes and sub-committee reports will be sent steering committee members with the notice of the next meeting.

NOMINATIONS FOR STEERING COMMITTEE:
One Year Term (final year of 1996-99 term originally held by Denise Davis (MD), elected 1996, resigned 1996; Gretchen Fairbanks (LA) appointed until 1997 annual meeting; Lawrence Webster (FL), elected 1997, resigned 1997; Lynn Shurden (MS) appointed to fill vacancy until 1998 annual meeting.
J.D. Waggoner (West Virginia)
Rushton Brandis (Oregon)
Darla Cottrill (Ohio) - Alternate

Three Year Term (2 slots -- Diana Ray Tope (GA) and Liz Gibson (CA)/Diane Gunderson(MT)
Lynn Shurden (MS)
Carol Desch (NY)
Naomi Krefman (MI)
Bobbie Brooker (IN)
Mary Jennings (AK) - Alternate

TENTATIVE TIME-TABLE FOR DATA:
1995 ED TAB - end of January 1998
1995 ED TAB distribution - March Training Workshop
1996 early release of data - before December 25, 1997
1997 data submission - deadline July 31, 1998

SCHEDULE OF FUTURE MEETINGS:
StLAS Steering Committee Meeting: February 19 (pm) - 20, 1998
FSCS Training Workshop: March 29-April 1, 1998
FSCS Steering Committee Meeting: June 15 - 17, 1998
Library Policy Forum: June 21 - 23, 1998 (? 22-24)
FSCS Steering Committee Meeting: September 21-23, 1998
StLA Survey Steering Committee Meeting: September 23 (pm) – 24 (am), 1998
Library Cooperatives Meeting: September 25, 1998
IPEDS Meeting: Late September 1998.

Plus's:
1. Mary Jo's room arrangements: including the proper kind of shower.
2. Meeting room: enough room for Mary Jo to move around the room.
3. The Washington Post newspaper outside our rooms each morning.
4. NO RAMPS!
5. SUSAN CALLAN!!!
6. Parking.

7. Travel arrangements with Westat.
8. Area of town very convenient and comfortable to walk in.
9. Having the two meeting rooms next to each other with a connecting door. This made for easy access for Mary Jo.
10. The Mid-afternoon snacks (including fruit) were delicious!
11. The Chair did a good job of keeping us on schedule.
12. A luncheon speaker with a watch!!!
13. The FSCS LOGO

Minus's:
1. Black windows.
2. No bottled water and no soda in the mornings.
3. Hotel stuffy and warm.
4. Susan had quite a few problems with the hotel.
5. Name plates did not indicated where people were from.

Plus and Minus:
1. Expanse of table.

Submitted by Libby Law, FSCS Steering Committee Secretary

FSCS Steering Committee Meeting
December 8-10, 1997
Definitions Sub-Committee Report
Diana Ray Tope, Chair

After a review of comments made on ballots, the sub-committee discussed the balloting process and a revision of the process to allow a more deliberate process for major or significant changes to data elements which require collection of data at the local level as opposed to yes/no type questions.

Tom Sloan reported on the COSLA meeting and the Chief Officers recognition that although the electronic data is needed they question FSCS as the vehicle for collection of the data.

Two data issues were identified to be presented for discussion at the annual training workshop:
(1) Electronic Subscriptions
(2) Number of Public Terminals
      (a) Number of Public Terminals with Internet Access
      (b) Number of Public Terminals without Internet Access
      (c) Total number of Public Terminals.

Tables 17 and 17a need to be re-labeled to reflect Legal Basis Code, not governance.

Proposed Data Elements and/or changes to existing data elements.

7B Legal Basis Code. add the following to the definition: "It reflects the state or local law which authorizes the establishment of the library."

08 Population of Legal Service Area: The subcommittee decided that no change is needed to this definition.

New data elements proposed:

GOVERNANCE: This will be a new Yes/No element and will identify libraries which have a library board. This would be part of the universe file.

The wording:

Answer <Y>es or <N>o to the following question
Is there a Library Board of Trustees for the library?

LEGAL SERVICE AREA:
This data element would provide the information needed for the establishment of the service area boundaries for libraries. The definition will indicate that areas served by contracts are to be included only if the contract specifies geographic area. Exiting

geographic codes were discussed. Keith Lance and Mary Jo Lynch will prepare wording for review by the Definitions Sub-Committee and Steering Committee and presentation to the SDC's.

UNIVERSE FILE ADDITION:

A question is to be added to the Universe File (Outlets): "Has the address of this outlet been changed?" A **Yes** response to the question will signal the need for a change in location geo-coding.

VITAL STATISTICS

Keith Lance and Mary Jo Lynch will prepare wording for a Vital Statistics data item for review by the Definitions Sub-Committee and Steering Committee and presentation to the SDC's.

ADMINISTRATIVE ENTITY:

Mary Jo Lynch will prepare revised wording for this data element.

CENTRAL LIBRARY:

Libby Law will prepare revised wording for this data element.

DATA ELEMENT 12: BOOKS-BY-MAIL:

The committee questioned inclusion of this data item and recommends deleting it.

Minutes of the FSCS Training Subcommittee Meetings
December 8-9, 1997
Sandi Long, Chair

Note: this is a summary of the two December meetings.

Present at one or both meetings: Sandi Long, Diana Tope, Diane Gunderson, Libby Law, Gerry Rowland, Roz Korb, Patricia Garner, and Susan Callan from Westat.

Sandi announced that the workshop will be held March 29-April 1, 1998, with Sunday, March 29 being the special training for new SDCs. The workshop will be held at the Holiday Inn & Suites in Old Town Alexandria, VA. This hotel best meets our primary criteria of accessibility for Mary Jo. It is also closer to the downtown Alexandria area. However, there are only three breakout rooms available. If necessary, we can probably use the main meeting room as a breakout. We will have to do this for the mentor groups, but may not for the actual breakout sessions. The computer lab is not included in that three room count.

The Monday luncheon speaker will be Diane Frankel, from IMLS.

Since most of the new data elements did not pass, it was decided by members of the definitions Sub-committee who were present that they would not need all of the allotted time on Monday. The Technical Sub-committee will now be in charge of both morning sessions, with Definitions taking the two afternoon sessions. The first morning session will be NCES with usual updates, trend analysis, imputation, etc. The second morning session will be a demonstration of the new Winplus software by Census.

The Sub-committee looked over the new SDC training schedule from last year. We spent time discussing what should be stressed in the review of the notebook (job description, bylaws, the voting process for the Steering Committee, what the Steering Committee and sub-committees do, and the data element process). The second half of the session will be definitions and edit checks, stressing quality of data. General assignments were made:
     Welcome: Sandi Long
     History of FSCS (alphabet): Keith Lance
     Intro of major players: to be assigned by Sandi Long
     Review of the notebook: Sandi Long
     Committee presentations
          Definitions: Libby Law
          Data Use: Keith Lance
          Technical: Gerry Rowland
          Training: to be assigned by Sandi Long
     Definitions and Edit Checks: Diana Tope and Gerry Rowland, assisted by the rest of us.

We then reviewed the new SDC notebook and went over the suggestions submitted by Libby Law (see attached). We agreed to make the changes Libby suggested. There were

no other suggestions. Sandi Long will make the necessary changes to the documents she developed last year, and will work with Kim Miller on the rest.

We discussed the mentor group breakouts and agreed to go with the format we have used successfully for the last two or three years. Libby Law will develop the packet for the leaders. We will stress the new data definitions and other data gathering problems the SDCs have had.

We reviewed all of the old data definitions to determine which ones needed to be explained in more detail.
Universe file (outlet file) vs data file
02-04: describe the different year notations.
05, 05A, 08: explain the difference among the population figures
07B: is structure and legal basis, not geography
09-10: explain the difference between a central and a branch
    13-: Explain FTE and why we chose 40 hours (fair labor standards states that 40 hours is the max before overtime)
    17-21: cover general definition and stress that income may not balance with expenditures, and that balance brought forward is not income. You may get an edit check if income vs op expend is $\pm$ 25%.
28: Capital Outlay should not be included in income
33: Subscriptions: print only. Also point out that they will hear more on this one.
36, 38: Visits and Reference: directional questions not included. Sampling can be used.
39: Circulations. Check out to patrons not to libraries.
40-41: Explain ILL
45-49: Explain, including that 44-45 should appear in Collection and Other Op.

We listed out all of the breakout sessions that came out of Data Use and Technical sub-committees and decided which may need both a demo/discussion and a lab session. Sandi will use that list (following) to poll the SDCs as to their top preferences. Sub-committee chairs are to write a brief description of each and e-mail them to Sandi the week of December 15.

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1997 Training Workshop
Breakout and Lab Sessions

	Breakout Session	Lab Session
GIS Uses by SDC's	Yes	No
Collecting Data at the Outlet Level	Yes	No
LRS Website	Yes	Yes
Adult Programming Survey	Yes	No
Definitions	Yes	No
State Library Survey	Yes	Yes
IMPS	Yes	Yes
Winplus	Yes	Yes
Downloading and Using Data from the Web	Yes	Yes
DECPLUS: Import/Export; Edit Text Massages; 2 Yr Compar.	Yes	Yes
NCES/Census Websites	Yes	Yes
Illinois CD-ROM	Yes	Yes
OERI Norms Study	Yes	No

SDCs will be asked to mark up to 6 choices.